

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Subject: Request for Policy Change - [Brief Description of Policy]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request a review and change of the current policy regarding [specific policy issue]. The reasons for this request include:

1. [Reason 1]

2. [Reason 2]

3. [Reason 3]

A revised policy would not only improve [mention benefits or outcomes] but also align with our overall goals of [mention organizational mission or objectives].

I would appreciate the opportunity to discuss this matter further and explore possible avenues for the policy change. Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]